

Function Keys

Key	Shortcut
F1	Opens the Help Screen for almost every program.
F2	Allows you to rename a selected file or folder.
F3	Opens a search feature for an application that is currently active.
F4	F4 moves the focus to the address bar. Alt + F4 closes the active window.
F5	Refresh or reload the page or document window. In PowerPoint, F5 will start a slide show.
F6	On the desktop, F6 toggles between desktop files to the taskbar and the system tray icons. In Microsoft Office programs, F6 toggles between the menu items and workspace. In most Internet browsers, F6 moves the cursor to the address bar.
F7	Used to spell check and grammar check a document in Microsoft applications such as Microsoft Word.
F8	Used to access the boot menu in Windows when turning on the computer.
F9	Refreshes a document in Microsoft Word and sends and receives emails in Microsoft Outlook. For programmers, CTRL + F9 will compile and run the code.
F10	Activates the menu bar of an open application. Shift + F10 is the same as right clicking.
F11	Enters and exits full screen mode in Internet browsers. In MS Excel, Shift + F11 adds a new sheet and CTRL + F11 adds a new macro to the workbook.
F12	Opens the Save As dialog <u>box</u> in Microsoft Word.

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